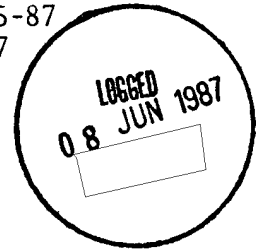


ADMIN-SR

DCI/ICS 6135-87
3 March 1987



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MEMORANDUM FOR: Chairman, Occupational Safety and Health Committee

FROM:

[REDACTED]

Chief, Administrative Staff, ICS

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SUBJECT:

Designation of Smoking Areas -

[REDACTED]

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REFERENCE:

[REDACTED]

para. 5d, dated 5 February 1987

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The Intelligence Community Staff (ICS) is organized along committee lines. Each standing committee is supplemented by advisors from the various agencies that make up the Intelligence Community. This functional structure results in numerous committee meetings being held at the [REDACTED]

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There are three conference rooms on the 6th floor of [REDACTED]. The largest room accommodates 42 people. The other two rooms will accommodate 21 and 15 people each. The large conference room is booked 80 percent of the time and the other two rooms combined are booked about 50 percent of the time. The configuration of the 6th floor has the offices of the Director and Deputy Director, Intelligence Community Staff, with their immediate staff at one end of the floor and dedicated offices for the DCI and DDCI at the other end. Between the two office areas are the three conference rooms and a large lobby area. The elevators open into the lobby and a kitchen and restrooms are reached from the lobby. There is only one mens' room and one ladies' room on each floor of the [REDACTED]. The number of conferees on the 6th floor at any time requires that some area, in addition to the 6th floor restrooms, be designated for smoking. It is recommended that the 6th floor lobby area be designated as a "Smoking Area."

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A fourth conference room which accommodates 32 people is located on the first floor and is in use about 70 per of the time. The first floor lobby is not only smaller but is configured differently than the 6th floor lobby. The first floor restrooms have been designated "Smoking Areas" but an additional smoking area is needed. It is recommended that an open area adjacent to the loading dock on the ground floor be designated as a smoking area. This area is easily accessible from the first floor by either elevator or by descending 16 steps. In addition, the proposed area is away from any general office space and is of sufficient size to accommodate several chairs without limiting egress to the loading dock.

Federal Protective Officers (FPO) provide security for [] The FPO duty post is at the entrance of the first floor lobby. The FPOs have their locker room at the opposite end of the ground floor from the loading dock. There are three FPOs assigned to the day and evening shifts and two for the midnight shift. The FPOs usually take their individual breaks in their locker room which has a small seating area. It is recommended that the FPO locker room be designated as a smoking area.

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The 1st, 4th, and 6th floor restrooms, in addition to several individual offices, are currently designated as smoking areas in the [] It is requested that OSHC also authorize smoking at [] in the following areas:

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- a. 6th floor lobby
- b. South ground floor area next to loading dock
- c. FPO locker room

The location of the three above areas will effectively prevent smoke from directly entering nonsmoking areas.

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APPROVED:

DISAPPROVED:

Subject: Designation of Smoking Areas -

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Distribution: DCI/ICS 6135-87

Original - Addressee

1 - File: Smoking Regulations

1 - Chrono

1 - Registry

DCI/ICS

3 March 1987

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